Project Charter

Project Vision Statement

In a highly evolving business landscape that's being rapidly transformed by digital transformation and brought on by artificial intelligence, it is imperative that practical and technical applications of knowledge be communicated to current and prospective employers for career sustainability and advancement. The development of this digital portfolio will serve as a visual asset to showcase soft skills and hard skills obtained through rigorous academic training, industry knowledge and extracurricular learning in continuity.

Business Case

Business Problem:

The inclusion of Artificial Intelligence has started to lower the supply of professional roles by providing organizations with a way to lower necessary head count through automation. This has caused speculation that organizations will start to seek a select few individuals to operate their business. Lowering the number of available opportunities and increasing employment competition for high value positions.

Proposed Solution:

In response, to mitigate impact from this future outcome, a digital portfolio is proposed to provide a competitive advantage over other prospective candidates by providing a seamless visual tool (Website Portfolio) that displays practical and technical understanding of soft and hard skills to current and prospective organizations.

Project Brief

To design and implement a professional portfolio website that will showcase hard and soft skills through tangible outputs embedded inside the website. The project will be budget constrained to $20 and will attempt to use only the existing resources to generate the outcome. This will be achieved through a variety of open-source software, pre-owned Microsoft licenses and hardware already owned by the project team.

Product Scope Description

A 5-page professional portfolio website.

Justification

This project could increase professional exposure by providing an easily digestible resource to business about the practical and technical capabilities of the individual represented on the website.

Deliverables

In the first phase of the project sponsors can expect to see the strategy and encompassing project management artifacts. In addition, a wireframe will be developed to serve as a template for the design of the website. The second phase will be writing the HTML, CSS, and JavaScript scripts on VS code for the website and establishing a repository in GitHub to generate the first iteration of a functioning website. The third phase is updating the script to include projects that were created in the past and embedding them into the website. The final phase will be publishing the final version on local networking platforms and sharing the site with mentors and other relevant stakeholders.

Key Stakeholders

Primary Stakeholder: Project Manager
Secondary Stakeholder: Prospective Employers
Tertiary Stakeholder: Website Visitors

High-Level Risk:

1.	**Technical requirements exceed present ability of project manager**
2.	**Ambiguous project management domain knowledge could impact timelines.**
3.	**Unforeseen technological need causes budget to expand to greater than $20**

Constraints

1.	**Limited immediate reference material**
2.	**Budget**
3.	**Limited technical web design proficiency**

Assumptions

-	**Internet connectivity will remain consistently available**
-	**GitHub Pages will remain free and available**
-	**Required technical skills can be learned through free resources**
-	**Hardware and software currently owned are sufficient**
-	**Stakeholders will be available for feedback when needed**

Success Criteria

Success for this project will be measured by the ability to produce a 100% functioning website in alignment with the project brief and product scope description. The website will display 5 pages for: Home, about, project, resume, contact. At least three projects will be represented, including project management documents used in design of this project.

Budget:

-	**$20 will be granted for the creation of this project**
-	**All tools, software, and hosting: Free/Open-Source**
-	**Labor: Volunteer (Project Manager's personal time)**

Roadmap

Milestones

Phase 1	Project Kick off: October 6th
Phase 2	Planning Complete: October 13th
Phase 3	Design Complete: October 20th
Phase 4	Development Complete: October 23rd
Phase 5	Launch: October 23rd

Limits and exclusions:

-	**Budget will not exceed $20**
-	**Nonprofessional content will be prohibited.**
-	**Only immediate stakeholders will have a role in the development and idea generation of the website.**

Acceptance Criteria:

-	**All 5 pages are functional and accessible on desktop and mobile**
-	**Website passes cross-browser testing (Chrome, Firefox, Safari)**
-	**All internal links are verified working**
-	**Minimum 3 projects displayed with complete descriptions**
-	**PM documentation artifacts are uploaded and downloadable**
-	**Project Manager conducts final review and approvals for launch**

Project Scope Statement Approved By:

Dustin Carstens, Project Manager

Date: __10/10/2025__